

Scope of Work for Regional Program Manager

- Work with Regional Coalition, Executive Committee, Steering Committee, Host Agency and MDPH Regional Coordinator and Health Educator to facilitate and implement emergency preparedness planning and response activities/attain completion of deliverables.
- Attend all Region 2 Executive Committee and Steering Committee meetings. Prepare updates for Executive Committee and Steering Committee on progress of emergency preparedness efforts in Region.
- Develop and implement, in conjunction with the MDPH Regional Coordinator and Health Educator, a Needs Assessment process for determining status of Region 2 public health emergency preparedness and response planning.
 - Distribute Needs Assessment and collect information on quarterly (frequency may be adjusted later) basis for all Region 2 communities.
 - Prepare Needs Assessment summary report for Executive Committee, Steering Committee and MDPH to inform future planning and spending priorities.
- Meet with coalition members to complete deliverables (see attached) for FY06 and for additional years, as contract continues.
- Establish a Planning Committee, made up of Steering Committee members, as directed by the Executive Committee, to research and evaluate complex and/or costly proposals and to make recommendations to the MDPH Regional Coordinator, Executive Committee and Steering Committee. Regional Director must attend Planning Committee meetings, serve as facilitator, and update Executive Committee on progress of Planning Committee.
- Attend Local Board of Health or other local/regional meetings as requested to provide information about Regional public health emergency planning activities, to identify concerns/obstacles, and to elicit further support and compliance.
- Identify any additional educational media, in coordination with the Regional Coordinator and Health Educator, that will increase Coalition member access to training. Develop and Maintain educational library of appropriate materials for coalition use. (May work with MMRS and others to facilitate resource sharing.)
- Schedule regional drills and exercises in concert with MDPH Regional Coordinator and Exercise and Drill Coordinator. Assist in ensuring that drills meet Homeland Security Exercise Evaluation Program (HSEEP) requirements.
- Identify obstacles and propose solutions for local and regional emergency planning. Issues include, but are not limited to:
 - Local barriers to public health emergency all-hazards planning

- Mutual Aid/Memoranda of Understanding
 - Volunteer staffing, credentialing and training
 - Risk Communication messages
 - Special Populations/Behavioral Health planning
 - Regional Communications - both within public health coalition and to the public, such as emergency 800 numbers, web-sites, reverse 911, etc.
 - Expense tracking at Emergency dispensing sites
 - Logistical support to municipalities that require assistance
- Coordinate with MDPH Regional Coordinator, Health Educator, and Hospital Coordinator, the Central MA Homeland Security Planning Council, and the Worcester Metropolitan Medical Response System (MMRS) for Region 2 public health emergency preparedness and response planning activities.
 - Perform all other duties, responsibilities, and functions as determined by the Region 2 Executive Committee.

Salary

The salary for this job is a range from \$960.00 - \$1, 150 weekly. Mileage will be reimbursed in addition to salary compensation.

Minimum Qualifications

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least two years of full-time, or equivalent part-time technical or professional experience in public health, emergency management, or emergency preparedness planning.

Substitutions:

I. A Bachelor's or Graduate degree with a major in emergency management, public health, or public administration may be substituted for one year of the required experience.*

*Education toward such a degree will be prorated on the basis on the proportion of the requirements actually completed.

SPECIAL REQUIREMENTS: Based on assignment, possession of a current and valid Class 3 Motor Vehicle Operator's License.

Preferred Qualifications:

Knowledge of the methods of general report writing.

Knowledge of the methods used in preparation of charts, graphs, and tables.

Ability to read and interpret such documents as regional plans, urban plans, contracts, etc.

Ability to understand, apply and explain the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.

Ability to gather information by questioning individuals and examine records and documents.

Ability to assemble items of information according to established procedures.

Ability to determine the proper format and procedure for assembling items of information.

Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence.

Ability to maintain accurate records.

Ability to work accurately with names, numbers, codes and/or symbols.

Ability to follow written and oral instructions.

Ability to communicate effectively in oral expression.

Ability to give written and oral instructions in a precise, understandable manner.

Ability to deal tactfully with others and establish rapport with persons from different ethnic, cultural and/or economic backgrounds.

Ability to establish and maintain harmonious working relationships with others.

Ability to work independently.

Ability to exercise sound judgment.

Ability to exercise discretion in handling confidential information.

Knowledge of the principles and practices of community organization.

Ability to evaluate requests for proposals and other reports and documents prepared by others for conformance to guidelines, policies, laws, regulations, and sound planning principles.

Basic computer skills and willingness to learn advanced applications.

Knowledge of the principles, practices and techniques of supervision.

Ability to coordinate the efforts of others in accomplishing assigned work objectives.

Ability to accomplish work objectives where few precedents or guidelines are available.